

## AGRICULTURAL COMMODITY GRADING PROGRAM ADMINISTRATOR

This is managerial, technical, and supervisory work in coordinating a large and varied program for either the fruits, vegetables and peanuts commodity-grading program or the poultry and eggs grading program within the Marketing Division of the North Carolina Department of Agriculture. Employees administer and supervise Federal/State Cooperative Grading Programs in a specific commodity group, ensure the establishment of work procedures to be used by the graders, review the records and reports required by the United States Department of Agriculture (USDA) and the North Carolina Department of Agriculture (NCDA), determine the appropriate action to take for irregularities, administer program budgets, and coordinate the programs with the federal government. Work requires considerable public contact with members of the respective commodity industry to promote services, to assist them with problem solving, to explain and enforce regulations, and to negotiate fees. Work is performed under the general direction of the Assistant Director of Agricultural Commodity Grading and Regulatory Programs. Work may include other duties as assigned.

### I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees are responsible for determining the number of staff necessary to accommodate requests for grading services on a long-term and short-term (seasonal with some fruits and vegetables) basis and for ensuring that fees charged will cover labor and related costs. Employees formulate any program shifts, resources needed, and law revisions.

Organizing and Directing - Employees are responsible for developing and changing short-range goals to meet new requirements in grading standards or in production technology or to shift priorities when an unusually productive season creates a greater need for grading personnel. The grading and inspection staff are rotated/interchanged as priorities and demands dictate.

Budgeting - Employees are responsible for estimating operating expenses and recommending budget to supervisor and must monitor monthly expenditures to assure compliance to budgets and ensure that fees are collected to cover operating costs.

Training - Employees are responsible for coordinating a technical training program which includes USDA grading standards for every new employee, and refresher courses for experienced employees.

Setting Work Standards - Employees are responsible for ensuring that all policies and procedures set forth USDA and the NCDA, as they pertain to the grading and inspection of commodities, are adhered to. The employees establish internal standards involving quantity of work performed and ensuring uniformity in interpretation across the state.

Reviewing Work - Employees review certificates and reports by graders for accuracy and completeness and conduct surveys of plants where graders are assigned for adherence to rules and regulations.

Counseling and Disciplining - Employees counsel staff as needed. Final disciplinary measures are reviewed and approved by the Assistant Director.

Performing Other Personnel Functions - Employees coordinate the interviewing, selection, promotion, reassignment, and salary adjustments of subordinate staff subject to approval by the supervisor. Employees may perform all of these functions with temporary and seasonal staff.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Programs are relatively stable; however, federal guidelines, consumer demands, weather conditions, and changes in technology necessitate periodic changes in operations. Introduction of a new poultry product or increased demand for a specific fruit or vegetable may cause a change in the manner of inspection or the quantity of goods that must be inspected quickly due to the perishable nature of the product thus altering temporarily the program emphasis.

Variety of Work Supervised - Employees administratively and technically supervise staff performing regulatory grading and inspection functions in commodity grading programs.

Number of Employees Responsible For - Employees may supervise 50 permanent employees and up to 40 seasonal employees. Fruits, vegetables and peanuts may employ up to 400 seasonal employees.

III. EXTENT OF SUPERVISION RECEIVED: Employees are delegated considerable independence in performing daily work functions. Employees discuss long-range or major changes and matters of organizational impact with the Assistant Director.

IV. SPECIAL ADDITIONAL CONSIDERATIONS:

Supervision of Shift Operations - Employees may be responsible for multiple shift operations.

Fluctuating Work Force - With fruit and vegetable commodities there will be a tremendous seasonal fluctuation in work force of up to hundreds of employees imposing on this employee substantial responsibility for adjusting assignments and maintaining a smooth workflow.

Physical Dispersion of Employees - Employees in agricultural commodity grading programs are located throughout the state.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Thorough knowledge of the USDA standards, principles, and procedures for grading agricultural commodities in the area of assignment. Thorough knowledge of processing procedures and sanitation standards as applied to the determination of grade. Considerable knowledge of equipment calibration, maintenance and use in the area of assignment. Considerable knowledge of the packing and shipping requirements of the various contractors and receivers. Ability to analyze market needs in the area of assignment and to assist the commodity industry with the formulation of plans to meet these needs. Ability to prepare and monitor a program budget supported by fees for services rendered. Ability to plan for, and coordinate staff to meet changing market demands. Ability to plan, direct, and coordinate agricultural commodity graders and office staff. Ability to conduct quality control tests to ensure quality and uniformity in grading procedures. Ability to establish and maintain effective working relationships with industry officials, growers, producers, graders, and the general public. Ability to complete required forms, records, and reports.

Minimum Education and Experience Requirements - Associate's degree in an agricultural related curriculum from an appropriately accredited institution and six years of experience grading in the area of assignment including two years of supervisory experience; or high school or General Educational Development diploma and seven years of closely related experience including six years of experience grading in the area of assignment and including two years of supervisory experience; or an equivalent combination of education and experience.

Necessary Special Qualification - Licensure by USDA for commodities graded; possession of a valid state driver's license.